

Request for City Council Committee Action

Date: April 8, 2002

To: Community Development Committee
Referral to: Ways & Means / Budget Committee

Prepared by: Carsten Slostad (Phone 673-5150)

Approved by: Robert D. Miller, Director _____

**Subject: 2002 NRP Administrative Budget Amendment
Rollover of 2001 Funds**

Summary of the Request: Approve the amendment of the 2002 NRP Administrative Budget by rolling over \$155,221.69 from the unspent balance in the 2001 budget to satisfy remaining 2001 budget obligations.

Recommendation:

- (1) Approve the rollover of \$155,221.69 from the approved 2001 NRP Administrative Budget to satisfy remaining 2001 budget obligations;
- (2) Amend the 2001 Minneapolis Community Development Agency (MCDA) Appropriation Resolution by increasing the NRP Program Fund CNR0 by \$155,221.69 and request that the MCDA immediately transfer \$155,221.69 to the NRP's City of Minneapolis Fund 2300;
- (3) Refer this report to the MCDA Board of Commissioners for authorization of the appropriate MCDA officers to enter into any contracts or agreements necessary to implement this request.

April 8, 2002

The Honorable Lisa Goodman, Chair
Community Development Committee
Minneapolis City Council
315 City Hall
Minneapolis, Minnesota 55415

The Honorable Barbara Johnson, Chair
Ways and Means Committee
Minneapolis City Council
315 City Hall
Minneapolis, Minnesota 55415

**Re: 2002 NRP Administrative Budget Amendment
Rollover of 2001 Funds**

Dear Chairpersons Goodman and Johnson:

At its meeting on March 25, 2002 the Neighborhood Revitalization Policy Board approved the amendment of the FY 2002 NRP Administrative Budget by rolling over \$155,221.69 of the FY 2001 Administrative Budget funds to meet remaining 2001 obligations.

The Policy Board approved an original 2001 NRP Administrative Budget of \$1,978,845. It increased that budget to \$2,423,433 through two revisions during 2001. At the end of the final period for the 2001 Budget, there were various contracts, agreements and other obligations with unspent balances. These outstanding 2001 obligations totaled \$155,221.69 (see attached "2001 Rollover Request" memo).

In order to satisfy these obligations it is necessary that we rollover \$155,221.69 of non-personnel 2001 administrative dollars to the 2002 NRP Administrative Budget from the unspent 2001 Budget balance of \$395,010.

2001 Budget (original)	\$1,978,845.00
2001 Budget (revised)	2,423,433.00
<u>2001 Expenditures</u>	<u>(2,028,423.00)</u>
2001 Unspent Budget	\$ 395,010.00

Rollover needed to meet remaining 2001 obligations \$ 155,221.69

On March 25, 2002 the Policy Board passed the following resolution:

RESOLVED: That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby approves rolling over \$155,221.69 from the approved 2001 NRP Administrative Budget into the 2002 NRP Administrative Budget to satisfy remaining 2001 budget obligations; and,

The Honorable Lisa Goodman

The Honorable Barbara Johnson
April 8, 2002
Page 2

RESOLVED FURTHER, That the Board hereby authorizes the Director to: 1) request that the City Council and Mayor [a] amend the 2002 Minneapolis Community Development Agency (MCDA) appropriation by increasing the NRP Program Fund (CNR0) by \$155,221.69 and [b] refer this report to the MCDA Board of Commissioners for authorization of the appropriate MCDA officers to transfer these appropriated funds to the NRP Administrative Fund (2300); and 2) further request that the MCDA Board of Commissioners enter any necessary contracts or agreements to implement the activities above.

Pursuant to this resolution, I make the following recommendations for consideration by your committees:

RECOMMENDATION:

- (1) Approve the rollover of \$155,221.69 from the approved 2001 NRP Administrative Budget to satisfy remaining 2001 budget obligations;
- (2) Amend the 2002 Minneapolis Community Development Agency ("MCDA") Appropriation Resolution by increasing the NRP Program Fund CNR0 by \$155,221.69 and request that the MCDA immediately transfer \$155,221.69 to the NRP's City of Minneapolis Fund 2300;
- (3) Refer this report to the MCDA Board of Commissioners for authorization of the appropriate MCDA officers to enter into any contracts or agreements necessary to implement this request.

Sincerely,

Robert D. Miller
Director

March 19, 2002

To: Robert D. Miller
From: Jack Whitehurst
Re: 2001 Rollover Request

I have included as rollover items the following Administrative Budget (Fund 2300) obligations that were outstanding at the end of the final 2001 accounting period:

Vendor Name	Description	Amount
Minneapolis Park Board	Admin Fee for 2000 Expenditures	100,766.18
Copy Images, Inc.	Service Agreement for NRP Copiers	5,027.21
U of MN - MTPNO	Training services for Neighborhoods	10,991.92
MTN	Video services for NRP	9,000.00
Kennedy & Graven	Legal Services for NRP	3,907.46
Insurance & Surety Specialists	D&O Insurance for Neighborhoods	11,328.00
Gavzy Group	NRP Information Systems Development	3,257.92
Tax Exempt Law Office	Legal Services and Training for Neighborhoods	4,993.00
Mitch Rothman	Legal Services for NRP	4,085.00
James Jencks	Corridor Development Services	1,865.00
Total		155,221.69